



Reference No: 2022-0010

THE POLICE & CRIME COMMISSIONER FOR CLEVELAND

DECISION RECORD FORM

REQUEST: For PCC approval

Title: Procurement report for the Commissioning of an Appropriate Adult Service

Executive Summary:

The PCC for Cleveland has previously commissioned an organisation to deliver Appropriate Adult Services via grant agreements (Decision Record Form's (DRFs): - 2020-00199038, 2021-00269310, 2022-007626 and 2022-008 respectively), providing support at custody suites across the Cleveland area.

The role of the appropriate adult is to safeguard the interests, rights, entitlements and welfare of vulnerable people who are suspected of a criminal offence by ensuring that they are treated in a fair and just manner and are able to participate effectively.

As the grant agreement comes to an end a decision was made to formalise the arrangement through a formal contract.

An advert was placed in Contracts Finder and the Bluelight E-tendering system inviting suppliers to bid for the service. An open tender was carried out using EU Supply as the tender portal, advertising the contract in Contract Finder as per the Public Procurement Regulations 2015.

1 bid was received which met the quality requirements, however, was outside of the budget allocated and following discussions the bidder advised they were unable to deliver the service with the restricted budget. A decision was made to re-tender the service and the budget was increased slightly.

A further advert was placed in Contracts Finder and Find my tender inviting suppliers to bid for the service. An open tender was carried out using EU Supply as the tender portal, advertising the contract in Contract Finder as per the Public Procurement Regulations 2015.

Details of the Procurement Process are included in the appended report.

Decision:

That the Police and Crime Commissioner note the procurement process used to appoint a contract for the Commissioning of Appropriate Adult Service

The Police and Crime Commissioner accept recommendation of the Evaluation Team to award the contract to Bidder 1.

OPCC Lead Officer: Chris Guttridge			
Contractor Details (if applicable): Middlesbrough and Stockton Mind			
Implications:			
Has consideration been taken of the following:	Yes	No	
Financial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Legal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equality & Diversity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Human Rights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sustainability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Risk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(If yes please provide further details below)			

Decision Required – Supporting Information

Financial Implications: (Must include comments of the PCC’s Chief Finance Officer where the decision has financial implications)

The original Financial Envelope for this contract was set at £35,000 per annum over 2 years with an option to extend for a further 2 years. Total of £140,000 over the 4 years.

The Financial Envelope was increased when a decision was made to re-tender to £48,915 per annum or £195,660 over the 4 years. The reason for this is following the original tender the PCC had a better understanding on the level of subsidy the grant provider was making to the service provision.

During the re-tender and following advice from an Independent body a decision was made to increase the budget to £70,000 per annum or £280,00 over the 4 years.

Bidder 1 submitted a bid of £70,000 per annum in line with the financial envelope allocated.

The higher than originally expected costs will be factored into the financial plans and will be affordable to the PCC, although it does reduce the scope for investment elsewhere.

Legal Implications: (Must include comments of the Monitoring Officer where the decision has legal implication)

This arrangement will be subject to contract and managed under our standard contract terms and conditions.

Equality and Diversity Implications

Diversity and Equality Implications have been considered as part of this tender and specification development. This included the completion of an equality impact assessment (EIA).

Human Rights Implications

There are no Human Rights Act implications arising from this report.

Sustainability Implications

Social Value Questions and Sustainability were included within the scored area of the tender. No implications arise from this procurement.

Risk Management Implications

There are no risks associated with the contract.

OFFICER APPROVAL

Monitoring Officer

I have been consulted about the decision and confirm that financial, legal, and equalities advice has been taken into account. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner.

Signed



Date 29/09/2022

Police and Crime Commissioner:

The above request HAS my approval.

Signed



Date 30/09/2022